

Prepare for a Board as an Officer

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Summary

Preparation for a Board is of utmost importance in a Soldier's National Guard career development. Certain steps should be taken to ensure an efficient Board review.

Promotion selection is conducted fairly and equitably by boards composed of mature, experienced, senior officers. Each board consists of different members, and women and minority members are routinely appointed.

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Board Preparation Checklist

Determine Board Convene Date and Eligibility	<ul style="list-style-type: none">• Know when your board is supposed to meet. The entire board schedule for the FY can be viewed by going to Army Knowledge Online (AKO) or HRC Website.• View the MILPER message. MILPER messages are normally published 120 days prior to board convene dates.• Know the OER CUTOFF date posted in the MILPER message. Ensure your latest OER is received at HRC "ERROR FREE" on or before the OER cutoff date.
DA Photo	<ul style="list-style-type: none">• Current within 5 years. If you are concerned about your selection, we recommend you have a photo taken within a year of your board or <u>earlier</u> to account for significant changes (awards, badges, etc.) IAW AR 640-30 (Photographs for Military Personnel Files).• Deploying? Get one taken <u>before</u> you leave.• Redeployed? You should have one taken <u>within 90 days</u> after reassignment to an area where facilities are available.• The Army standard is Class A. BDUs/DCUs will not be accepted.• Ensure your uniform and authorized permanent accessories, decorations and insignia are properly worn IAW AR 670-1 (Wear and Appearance of Army Uniforms and Insignia). Have someone look at your uniform BEFORE you take your photo.• Take someone with you to your photo appointment (peer, NCO, superior) to ensure that you are not awkwardly positioned and that all of your accoutrements are properly aligned.

	<ul style="list-style-type: none"> • Have someone in your chain of command review your photo before submission.
Update your ORB/DA Form 2-1 (common errors)	<ul style="list-style-type: none"> • Common Errors: • Current duty Title incorrect: "Incoming/excess Personnel", "Known Loss" - not acceptable. • Assignment history is incorrect • Height/Weight significantly inconsistent with your last evaluation (integrity issue?) • Current Component (i.e. USAR or RA) is incorrect • Awards and Decorations missing (specifically awards for Valor or higher than Bronze Star) • Date of last OER outdated (thru date greater than 15 months before board's convene date) • Military Education Level is incorrect • Overseas duty assignment(s) (if applicable) not accurate • Notify State OPM to have new ORB/DA Form 2-1 added to board file • Security Clearance out of date • Physical out of date
OERs	<ul style="list-style-type: none"> • Common Errors • Tardiness. Your board file should have your latest evaluation report (OER/AER) current within 15 months of the board's convene date (annual requirement +90 days processing). After a certain point in the board's process, late evaluations <u>will not</u> be accepted. See MILPER message for specific guidance. • Duty title is not accurate (limit the use of Acronyms) • Ensure you sign it (if at all possible)
Letters to the Board President	<ul style="list-style-type: none"> • Officers eligible for consideration may write to the board to provide documents and information calling attention to any matter concerning themselves that they consider important to their consideration. • Written memorandums sent to a promotion selection board will be considered if received not later than the date the board convenes. • Do not criticize or reflect on the character, conduct, or motives of any officer under consideration by the board unless otherwise authorized by AR 600-8-29. • Do not forward correspondence directly to the board by other parties on behalf of any officer except when provided as an enclosure to a memorandum from the officer being considered. • Memorandums should be addressed as per MILPER message. • Use your best judgment when deciding whether or not to write a letter to the board. A letter can highlight and make an issue of something in your file which you are trying to explain, resulting in exactly the opposite effect of what your original intent was for writing the letter.

Review and certify your board file	<ul style="list-style-type: none"> • Officers are expected to review their board file upon receipt of email notification that they are eligible for an upcoming selection board. • The officer has the option to review changes and recertify up until three days prior to the convene date of the board.
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Frequently Asked Questions

Q. How many boards are conducted annually?

A. The DA Secretariat conducts 11 boards each year. These include all officer promotion boards to the grades of Captain through Colonel.

Q. As an Officer, what are the most important things to do prior to my next board?

A. Ensure that your Official Military Personnel File (OMPF), photo and ORB/DA Form 2-1 are up to date.

Q. Where can I find a list of boards?

A. All information pertaining to Officer Promotion Boards can be found on the [HRC Website](#).

Q. Are letters to the Board President (LTBP) needed/ recommended?

A. Officers eligible for consideration may write to the board to provide documents and information calling attention to any matter concerning themselves that they consider important to their consideration. They are not required.

Prudence should be used when deciding whether or not to write a letter to the board president. If there is something in your file that you feel needs an explanation, write a letter that clarifies the issue. Keep it brief and to the point. Keep in mind that a letter will only draw attention to the issue you are explaining. Use your best judgment.

Q. Do I need to certify My Board File?

A. No. It is not required to certify your board file. However, a certified board file demonstrates to the board that you are serious about your career. It creates a first impression. A certified or reviewed board file conveys to the board members that the information in the board file is correct and up to date. If an officer is unable to certify his/her file before a board, the officer's file still goes in front of the board and the recorders will announce that some files are not certified and it should not be held against the officer.

Q. Regarding board files, what items or areas do board members often question?

A. Board members frequently ask why officers have old photos, why the PULHES data on the ORB is out of date and why are officers missing OER's.

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Links

- [HRC - DA Secretariat Board Information Site](#)
This website offers information about the selection board process, the board schedule, as well as relevant information if you've been identified to serve as a board member for an upcoming selection board.
- [DA Photo Management Information System \(DAPMIS\)](#)
This site allows users with AKO accounts to manage and update their DA photo in preparation for a Board
- [HRC - Acceptable Letters To the President](#)
This site offers tips on what is acceptable in writing a letter to the President, as well as where to address letters to.
- [HRC - My Board File](#)
This site outlines the importance and process of updating Board Files in preparation for Officer Boards.
- [HRC - Active and Reserve Officer/Warrant Officer Selections and Promotions](#)
This HRC page contains pertinent information regarding Officer Promotion and Boards.

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References

Regulations

- [AR 600-8-29, Officer Promotions](#)
- [AR 623-3, Evaluation Reporting System](#)
- [DA PAM 623-3, Evaluation Reporting System](#)

Documents and Forms

- [DA Form 2-1, Personnel Qualification Record](#)
- [Letter to the President](#)

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Points of Contact

- State/Territory Officer Personnel Manager (OPM)
- For further assistance contact:
ARNG-HRP-R
Email: ngb.arp.da@us.army.mil

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